Form:	PCS 1.01		PROCORE PROJECT SET UP	
Who: Capital Planner (CP) Construction Program Specialist (CPS) Agency Point of Contact (POC) Project Manager (PM)		**Owner:** PCS	Date:	1/9/2019
			Revision:	1 - 1/16/2019 2 - 2/8/2019 3 - 2/11/2019 4 – 2/14/2019 5 - 4/15/2019
1		POC/PM	**COMPLETE AND SUBMIT PROCORE PROJECT INFORMATION SET UP SHEET** PM/POC completes PROCORE Project Information Setup Sheet. Link to Setup Sheet: https://gsd.az.gov/content/procore-project-set When you have filled in the sheet, select the "Submit" button. GSD will set your project up in Procore. You will receive a notification of project set up.	
2		CPS	**PROCORE PROJECT NUMBER ASSIGNED** When PROCORE Project Set Up Sheet is received from PM/POC, CPS assigns an Agency or PCS Project Number depending on Agency managing the project.	
3		CPS	**PROJECT IS SET UP IN PROCORE** CPS reviews set up sheet for accuracy and sets project up in PROCORE using information from setup sheet. *Note: Some PCS Projects will need additional information provided by the CP if the project is an ADOA Building Renewal Project. CPS will consult CP for Project Title before setting up in PROCORE.*	
4		CPS	**PROCORE NOTIFICATION OF PROJECT SET UP** CPS will notify POC/PM/CP and any other team members indicated on the Project Setup Sheet via PROCORE directory notification.	
5		PM CP	**BUDGET LOADED (PCS PROJECTS ONLY)** **ADOA Building Renewal Project**–When/if project budget is established, PM provides budget to CP; CP assigns function code(s) and sets up budget in PROCORE. **Agency Funded Project**–When/if project budget is established, PM provides budget and agency function code(s) to CP; CP sets up budget in PROCORE.	
6			**STATUTORY REVIEW NUMBER** PROCORE Project Number is used as the Statutory Review Number.	